

## Private Vocational Training Licence

Alberta Advanced Education



CERTIFIED  
INSTRUCTOR

### Facebook Reviews

*Patsy is an awesome instructor. She is patient with her students, making sure we understand the concept she is teaching before moving on.*

*Patsy is a fabulous instructor, full of exceptional knowledge and makes everyday a great learning day. It's very easy to stay positive and enjoy school.*

*I took the bookkeeping boot-camp course to help my husband's new business. I learned through this course to keep a portion of my husband's business income in our household. This course has boosted my confidence in being able to do the bookkeeping for my husband. With Patsy's mentoring after this course will really help with any questions I may have and to keep our books on the right track.*

trainingfor you  
Inspiring futures | realising potential | achieving success

### Business Owners Review

*I signed up for AccData's bookkeeping boot camp because I had both a bookkeeper and accountant that were not doing their job properly and I didn't know how to check up on them and over 6 years it cost me thousands of dollars in lost tax deductions. I also learned proper record keeping requirements that Revenue Canada demands to support my deduction claims.*

*I took the bookkeeping boot-camp training, in pursuit of establishing a home based bookkeeping business located in Duncan First Nation.*

*I took the bookkeeper bootcamp by Patsy Erickson, she is a great teacher, she gives a solid foundation, and she was there when I needed her. I took these courses so I can do the bookkeeping for our small company and to help others with their bookkeeping.*



AccData Computer  
Systems & Training

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## Computer Training Bookkeeping Professional Services Temp Positions



Phone:

**587-299-9444**

**accddata@yahoo.com**

**305 9804-100 Avenue**

**Co-operative Square**

**Grande Prairie AB T8V 0T8**

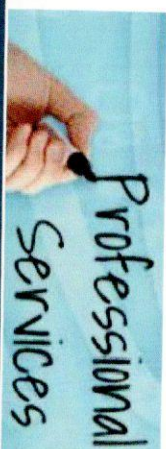




## CERTIFIED INSTRUCTOR

### Computer Training

Training	Duration
Windows 10	6 hours
Microsoft Word L1	12 Hours
Microsoft Word L2	12 Hours
Microsoft Excel L1	12 Hours
Microsoft Excel L2	12 Hours
Microsoft OneNote	12 hours
Microsoft Access	18 Hours
Microsoft PowerPoint	12 Hours
Bookkeeping L1	15 Hours
Bookkeeping L2	15 Hours
QuickBooks L1	15 Hours
QuickBooks L2	15 Hours
SAGE Accounting L1	15 Hours
SAGE Accounting L2	15 Hours
Resume Skills	3 Hours
Interview Skills	3 Hours
Life Skills	6 Hours
Office Training	Various
One-on-One Training	Hourly
Enhanced Training	Various



### Professional Services

Professional Services
Strategic planning
Credit management
Administrative support
Temporary positions

Workshops	Duration
Financial Management	6 Hours
Time Management	6 Hours
Career Profiling	3 Hours
Communication Skills	6 Hours
Conflict Resolution	6 Hours
Team Building	3 Hours
Letter Writing	6 Hours
Proposal Writing	15 Hours
Payroll Law	6 Hours
Board Meetings	6 Hours
Job Maintenance	3 Hours



### Bookkeeping Services

Bookkeeping Services
Monthly
Year End
Reconciliations
Government Payments
Office Training
Temp Bookkeepers
Cash Flow
Budgets
Job Costing



Training Packages	Description
Bookkeeping Bootcamp	78 Hours
Quick Office Administration	12 Weeks
Basic Bookkeeping	
Business Plan	144 Hours